

NAVSTABREMINST 1730.1
Code B00C
28 Oct 99

NAVAL STATION BREMERTON INSTRUCTION 1730.1

From: Commanding Officer, Naval Station Bremerton

Subj: ADMINISTRATION OF RELIGIOUS OFFERING FUND

Ref: (a) SECNAVINST 7010.6

Encl: (1) [Naval Station Bremerton Command Religious Offering Fund Receipt, NAVSTABREM 1730/3 \(6-99\)](#)
(2) [Religious Offering Fund \(ROF\) Disbursement Request, NAVSTABREM 1730/1 \(5-99\)\(Front & Back\)](#)

1. Purpose. To authorize and provide for the administration of the Religious Offering Fund (ROF).

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 1730.1D.

3. Fund Authorization. An ROF is authorized at this command. Protestant and Catholic funds fall into one official fund entitled, "The Religious Offering Fund." Separate ledgers are kept on each sub-account, but the ROF is contained in one account.

4. Expenditures of Fund. The ROF will consist of offerings received by the Command Religious Program. In accordance with reference (a), the ROF will be used only for fellowship and religious benevolence.

5. Administration of Funds. The ROF will be administered in accordance with reference (a) and the following additional instructions:

a. Administrator and Fund Custodian will be appointed in writing by Commanding Officer, Naval Station Bremerton.

b. All offerings will be deposited as soon after receipt in accordance with reference (a).

c. No person other than the Fund Custodian or Administrator, will incur obligations against the ROF. All bills for goods will be rendered promptly to the custodian of the fund.

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d. Any expenditure in excess of \$1000.00 must receive prior approval from Commanding Officer, Naval Station Bremerton.

e. A quarterly audit of the ROF will be conducted by an audit board appointed by Commanding Officer, Naval Station Bremerton. In addition, an audit of the ROF will be made prior to relief of the Fund Custodian.

6. Forms. The Naval Station Bremerton Command Religious Offering Fund Receipt (enclosure (1)) is filled out by various members of the congregation in accordance with reference (a), and certified by the Fund Custodian. The Fund Custodian uses the Religious Offering Fund Disbursement Request (enclosure (2)). Enclosure (1) and (2) are available through the Chaplains office.

J. A. HOLDEN

Distribution:
NAVSTABREMINST 5216.1
Lists I and II

RELIGIOUS OFFERING FUND (ROF) DISBURSEMENT REQUEST

(Date of Request)

From:
To: ROF Administrator
Via: ROF Custodian

Subj: REQUEST FOR DISBURSEMENT

1. Request disbursement from the _____Catholic _____Protestant
sub-account as follows:

AMOUNT DATE DESIRED ORGANIZATION: _____

_____ _____ ADDRESS: _____

PHONE NUMBER: _____

2. Purpose:

_____Charitable Contribution _____Fellowship Supply
_____Unattainable _____Miscellaneous

3. Remarks: _____

(Signature)

FIRST ENDORSEMENT

Date: _____

From: ROF Custodian
To: ROF Administrator

1. This request does/does not meet the criteria of SECNAVINST
7010.6. Explanation: _____

2. Funds are/are not available to meet this request.

Enclosure (2)

(Signature)

NAVSTABREM 1730/1 (5-99)(Front)
SECOND ENDORSEMENT

Date: _____

From: ROF Administrator
To: ROF Custodian

1. This request is:

_____ Approved and forwarded to the custodian for disbursement.

_____ Disapproved and returned.

Reason for disapproval: _____

(Signature)

THIRD ENDORSEMENT

Date: _____

From: Commanding Officer, Naval Station Bremerton (Code 00)
To: ROF Administrator

1. This request is:

_____ Approved _____ Disapproved

_____ Returned; further discussion desired.

(Signature)

FOR OFFICE USE ONLY

DISBURSEMENT REQUEST NUMBER _____ DATE: _____

CHECK NUMBER _____ CANCELLED DATE _____

AMOUNT \$ _____

PAYABLE TO _____

SUB-ACCOUNT CHARGED TO

AMOUNT

(CUSTODIAN)

(ATTACH RECEIPT, OUTGOING/INCOMING LETTERS TO THIS DISBURSEMENT)

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NAVSTABREM 1730/1 (5-99)(Back)

Enclosure (2)

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(Signature)

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Date: _____

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To: ROF Administrator

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SUB-ACCOUNT CHARGED TO

AMOUNT

(CUSTODIAN)

(ATTACH RECEIPT, OUTGOING/INCOMING LETTERS TO THIS DISBURSEMENT)

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NAVSTABREM 1730/1 (5-99)(Back)

Enclosure (2)

